

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-064

TO: Superintendents, Business Managers, and Attendance Personnel

FROM: Lyle Friesen
Director of School Finance

DATE: September 27, 1999

SUBJECT: FY 1999 **Final** 100th Day Average Daily Membership Reports

Enclosed are **Final** 100th Day Average Daily Membership (ADM) Reports for your district/school. It is **important** that the appropriate personnel in your district receive these reports and **CHECK** them in order to ensure that the data received and processed by the Arizona Department of Education as of the 16th of April is correct.

If you need to make **changes/additions/deletions** to this current data for ADM, you must submit that information **by April 30, 1999**.

REVIEW THESE REPORTS AS SOON AS YOU RECEIVE THEM and feel free to call Patty Fernandez at (602) 542-8246.

ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA

This report reflects Kindergarten (**KDG**) at full count NOT 1/2.
Shows Average Daily Membership and Average Daily Attendance.
Shows absence percentage for each grade and district.
Compares current year to prior year ADM and percentage of change.
Report is used for the Absence Approval Request, which determines district absence rate.

ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP

This report reflects **summary** data from **Day 1** through **Day 100**.
Shows Kindergarten (**KDG**) at **1/2 count**.
Shows Adjusted ADM based on absence rate.

ADMS45-1 MEMBERSHIP AND ABSENCE REPORT

This report reflects **detailed** data by district and by school of **ATTENDANCE and also shows district of residence**.
Shows data by grade level, cluster, and ID number.
Shows Membership Days, Absence Days and Absence Rate.
Shows reported ADM and ADA and Privately Paid and over 21 membership.

ADMS45-2 DAILY MEMBERSHIP ATTENDING SUMMARY

This report reflects students attending your district, **NOT** resident students tuitioned to schools out of your district.
Shows Preschool (**PS**) and Kindergarten (**KDG**) at **1/2**.
Shows current and prior year Attending ADM.

ADMS46-1 RECALCULATED STATE AID ADM COUNTS

This report reflects ADM for 100th Day. May show adjusted ADM depending on absence rate.
Shows Kindergarten (**KDG**) **AT 1/2**.
Shows K-3 Group B Add-on Counts.
Used by district administrators as preliminary planning for Sudden Growth and Budgets. Data from 100th day reports will be used for final budget preparation.